

SUBDIVISION WITHOUT PLAT APPLICATION

PROPERTY INFORMATION		
Project/Property Address:		Project Name/Business Name:
Parcel #:	Zoning: (see Map)	Acreage:

PROJECT SPECIFICATIONS	
Project Description:	Proposed # of Lots:
	Total Acreage to be Split:

APPLICANT INFORMATION	
Applicant Name (Primary Contact):	Applicant Address:
Applicant E-mail:	Applicant Phone:
Business Name (if applicable):	

ADDITIONAL CONTACTS	
Please list all applicable contacts for correspondence	
Name(s)	Contact Information (phone/email)
Property Owner Name: (if different from Applicant)	Property Owner Contact Information (phone no./email):

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

ADDITIONAL INFORMATION ON NEXT PAGE....

INTERNAL
USE

Zoning File No. _____

RECEIVED: _____

DATE: _____

PAID: _____

DATE: _____

**Updated
Aug 2021**

SUBDIVISION WITHOUT PLAT APPLICATION - SUBMISSION REQUIREMENTS

TO BE COMPLETED/SUBMITTED BY THE APPLICANT:

1. Review Gahanna Code Chapter [1106](#) (visit www.municode.com)
2. Survey of new property and residual property certified by a registered surveyor (11"x 17" copy)
3. Legal description of new property and residual property certified by a registered surveyor (11" x 17" copy)
4. Application fee (in accordance with the [Building & Zoning Fee Schedule](#))
5. Application & all supporting documents submitted in digital format
6. Application & all supporting documents submitted in hardcopy format
7. **UPON APPROVAL: original deed(s) must be signed and stamped "approved" by the Clerk of Council of the City of Gahanna and then, at the expense of the applicant, recorded with the [Franklin County Recorder's Office](#).**
8. Authorization Consent Form Complete & Notarized (see page 3)

PLEASE NOTE:

The Public Hearing will not occur until the City of Gahanna reviews the Application for Code Consistency.
Applications that are not consistent with the code will not be scheduled for hearing



DEPARTMENT OF PLANNING

ZONING DIVISION
200 S. Hamilton Road
Gahanna, Ohio 43230
614-342-4025
zoning@gahanna.gov
www.gahanna.gov

AUTHORIZATION CONSENT FORM

(must sign in the presence of a notary)

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.

PROPERTY OWNER

IF THE PROPERTY OWNER IS THE APPLICANT, SKIP TO NEXT SECTION

As the property owner/authorized owner's representative of the subject property listed on this application, hereby authorize the applicant/representative to act in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the applicant/representative.

(property owner name printed)

(property owner signature)

(date)

Subscribed and sworn to before me on this _____ day of _____, 20____.

State of _____ County of _____

Stamp or Seal

Notary Public Signature: _____

Applicant/Property Owner/Representative

AGREEMENT TO COMPLY AS APPROVED As the applicant/representative/owner of the subject property listed on this application, I hereby agree that the project will be completed as approved with any conditions and terms of the approval, and any proposed changes to the approval shall be submitted for review and approval to City staff.

AUTHORIZATION TO VISIT THE PROPERTY I hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the subject property as described.

APPLICATION SUBMISSION CERTIFICATION I hereby certify that the information on this application is complete and accurate to the best of my knowledge.

(applicant/representative/property owner name printed)

(applicant/representative/property owner signature)

(date)

Subscribed and sworn to before me on this _____ day of _____, 20____.

State of _____ County of _____

Stamp or Seal

Notary Public Signature: _____

Updated
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PLANNING COMMISSION APPLICATION PROCESS/TIMELINE

(FOR APPLICATIONS THAT DO NOT REQUIRE CITY COUNCIL ACTION)

1. Applicant submits complete application with payment to Zoning Division

2. Zoning staff reviews application for completeness (within 2 business days)

a. if incomplete – applicant is notified

3. Zoning staff pushes to City Review Team

b. applicant resubmits/adds missing items to application

4. City Review Team reviews application & submits comments to Zoning Staff (within 10 business days)

5. Zoning staff compiles comments and submits to applicant (within 2 business days)

a. if comments require applicant action, go back to 2b

6. Planning & Development writes staff report

7. Application is submitted to Planning Commission staff

8. Planning Commission staff advertises according to application specific requirements to get on the next available Planning Commission agenda

9. Planning Commission staff notifies applicant of their Planning Commission meeting date (minimum 6 days prior to meeting)

10. Planning Commission meeting (action taken: approved, postponed, denied, approved with conditions)

a. Final action is sent to applicant in a Record of Action

11. If approved: applicant proceeds to building/engineering process

PLANNING COMMISSION MEETING PROCESS

Applicant/Representative attendance is required in order for questions to be answered in regards to the application.

1. Planning Commission meets at 7 pm on the 2nd and 4th Wednesday of each month except November and December when they meet on the 1st and 3rd Wednesday.
2. The Planning Commission agenda is published 5 days prior to the meeting date and may be accessed at www.gahanna.gov/planning-commission/
3. Applicant will be allotted time to speak.
4. Public comment is permitted at 3 minutes per speaker
5. Applicant will have a chance to rebut or respond to any public comment.
6. Planning Commission will ask any questions they have and discuss the application.
7. Planning Commission will make a motion to approve, deny, or postpone, and a vote will be taken.



**Questions: contact the zoning division
614-342-4025 or zoning@gahanna.com**